

W-2 SUBCONTRACT LOG INSTRUCTIONS

W-2 Contract Requirements

The last paragraph of Contract section 14.1 states: “The W-2 Contract Agency must provide a list of all current subcontracts to the Department’s Contract Manager within ten (10) business days after each calendar quarter of the Contract Period. The list must be in accordance with Department policies and procedures.”

Per Department policies, the list must include funding amounts for each subcontract, the time period for each subcontract and indication of whether or not each subcontract is with a qualified State certified Minority Business Enterprise.

Submit your agency’s quarterly subcontract report using the attached W-2 Subcontract Log.